

# ATLANTA 2016



## EXHIBITOR & SUPPORTER PROSPECTUS



15th Annual  
DOE Small Business Forum & Expo

**Atlanta Marriott Marquis**  
Atlanta, GA | May 23-25, 2016





# Contents

<b>Contents</b>	<b>01</b>
Introduction	02
Past Performance	03
Supporter/Exhibitor Information	03
<b>List of 2015 Exhibitors</b>	<b>04</b>
<b>2016 Exhibitor Opportunities</b>	<b>05</b>
Why Exhibit?	05
Exhibit Packages	06
Location within Forum Venue	07
Assignment of Space	07
Move-In/Move-Out	07
Exhibit Hall Hours	07
<b>List of 2015 Supporters</b>	<b>08</b>
<b>2016 Supporter Opportunities</b>	<b>08</b>
Why Support?	08
Supporter Packages	09
Ancillary Supporter Packages	10
<b>Show Information</b>	<b>12</b>
Show Management	12
General Expo Information	12
<b>Fire, Safety, Security, Liability</b>	<b>15</b>
<b>Exhibit Booths Rules and Regulations</b>	<b>18</b>
<b>Deadlines and Contact Information</b>	<b>23</b>
Agreement To Terms, Conditions, and Rules	23
Exhibit Guide Deadline	23
Room Reservation Deadline	23
Contact Information	23



# Small Business is the Strength of America's Energy Independence!



The U.S. Department of Energy (DOE) is entrusted with critical responsibilities for America's security and prosperity:

- Sustaining the nuclear deterrent without testing; in a age of global terrorism, advancing the President's commitment to controlling and eliminating nuclear materials worldwide; supporting the Navy nuclear propulsion program
- Enabling the transition to a low-carbon secure energy future, especially by developing low-cost all-of-the-above energy technologies and a 21st century resilient energy infrastructure;
- Providing the backbone for America's research community, especially in the physical sciences, as the foundation for discovery and innovation;
- Protecting public health and safety through a long-term commitment to cleaning up the Cold War legacy from nuclear weapons production and by developing and maintaining emergency response capabilities for nuclear and radiological incidents and energy infrastructure disruptions.

The seventeen DOE national laboratories are the core scientific and technical assets for carrying out these missions.

The Obama Administration's efforts to invest in America's future, making critical investments in research, energy and infrastructure will help support continued economic growth and job creation, in national and energy security, and in addressing the environmental legacy of the Cold War.

## **The keys to these investments are America's small businesses!**

The Office of Small and Disadvantaged Business Utilization (OSDBU) created the Annual DOE Small Business Forum & Expo (DOE2016) to connect the agency's offices, power administrations, laboratory and technology centers, and prime contractors with small business entrepreneurs to meet the challenges of the President's strategy of:

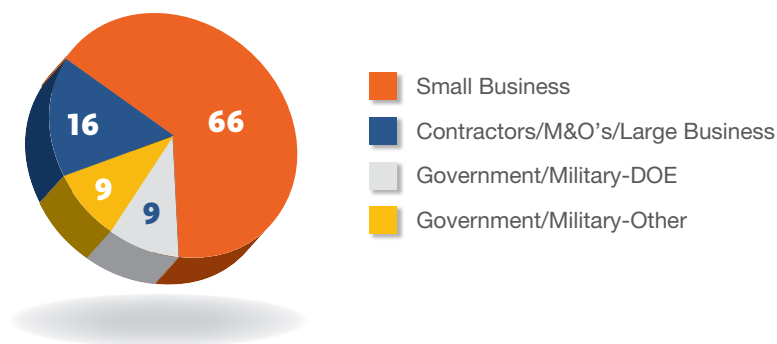
- Developing and Securing America's Energy Supplies
- Providing Americans with choices to reduce costs and save energy
- Innovative America's way to a clean energy future

DOE2016 is a great way for small businesses to network and discuss their products, services and solutions with agency procurement officials and prime contractor representatives already working within DOE. Last year, DOE2015 brought over 600 attendees! Of those in attendance, 34% were representatives from government agencies, large businesses, and industry.

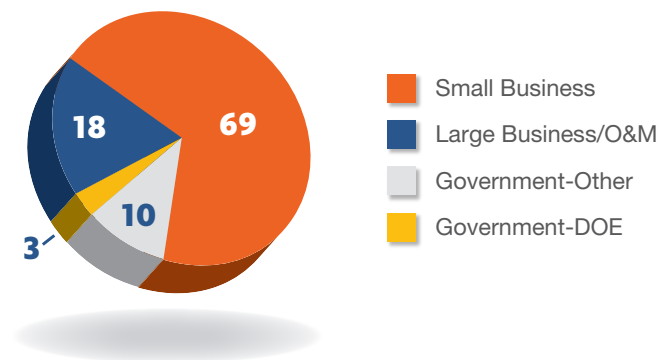
During DOE2015, a Service-Disabled Veteran Owned Small Business (SDVOSB) scheduled a one-on-one matchmaking meeting with one of DOE's national laboratories. The company was able to meet with the laboratory several times while networking throughout the event. A month later, the SDVOSB was awarded a contract with the laboratory. Due to the successful completion of the contract, the company earned 6 additional awards totaling \$282K.

## Would you like to be the next DOE small business success story?

### 2015 Attendee Profile



### 2015 Exhibitor Profile



### Support/Exhibitor Information

For businesses looking for greater exposure to potential partners and clients, the Forum will feature an Expo with representation from small businesses, prime contractors, research institutions, large businesses, and Federal agencies. Government representatives, small business offices, prime contractors, and large businesses will be on the lookout for highly qualified businesses in the Exhibit Hall and Matchmaking Sessions. The Expo is also ideal for showcasing your organization's products, services and solutions.

# List of 2015 Exhibitors

22nd Century Technologies, Inc.	GEM Technologies, Inc	Radionic Hi-Tech
Advantage SCI	GET-NSA	Remiar Corporation
AECOM Corporation	Global Blue DVBE	Safe T Professionals
AGI Engineering	Global Industrial	Sandia National Laboratories
All CAD North	Holman's USA, LLC	Savannah River Nuclear Solutions, LLC.
Allegheny Science & Technology	Honeywell Federal Manufacturing & Technologies	Scientific Sales, Inc.
American Indian Chamber Education Fund Procurement TAC	HudsonMann, Inc.	Sealaska Corporation
ANACAPA Micro Products, Inc	Idaho National Laboratory	Shelby Distribution, Inc.
Argonne National Laboratory	Ideal System Solutions, Inc.	Stanek Tool Corp.
ARS International, LLC	Iron Bow Technologies	Strategen Consulting, LLC
Astro Machine Works, Inc.	Joseph Oat Corporation	Swift & Staley, Inc.
AVANTech, Inc.	KeyLogic Systems	Technology Integration Group
BCS, Incorporated	Lawrence Livermore National Laboratory	TEVET
Bechtel National, Inc.	LCOtracker	Tetra Tech, Inc.
BES Technologies, LLC	Marks Brothers, Inc.	Texcel, Inc.
Boston Government Services, LLC	MIRACORP	The American Society of Mechanical Engineers (ASME)
Bureau of Reclamation	National Industries of the Blind	Thorpe Energy Services
CD&E	National Nuclear Security Administration	Tri-City Industries
Cleanit	National Renewable Energy Laboratory (NREL)	Two Rivers CDC
Company Wrench Ltd.	Nimble Storage	U.S Department of Energy - Office of Fossil Energy
Dmason Financial LLC.	North Wind Group	U.S. Department of Energy - Office of Science Integrated Service Center
Dynamic Management Solutions, LLC	Oak Ridge Associated Universities (ORAU)	UT-Battelle
E-Verify, Department of Homeland Security (USCIS)	Pacific Northwest National Laboratory	Wagstaff Applied Technologies
Edward Supply Co., Inc.	Pajarito Scientific Corporation	Westwind Computer Products, Inc.
EMAT	Pantex/Y-12/UPF	WM Symposia, Inc.
Environmental Protection Agency	PM Tec, Inc.	Wyandotte Services
Energy, Technology and Environmental Business Association (ETEBA)	PODS	
Fluor	Quest Environmental & Safety Production, Inc.	

# 2016 Exhibitor Opportunities

## Why Exhibit?

When you purchase an Exhibitor Booth, you have the potential to get in touch with a large percentage of attendees, all while putting your product or service on display. The physical display enables visitors of your booth to be captivated by what your company has to offer. Additionally, managing a booth ensures that you have a strategic approach to your audience; enabling you to build connections to the people who can best benefit from your company's offerings.

As an Exhibitor, enjoy the benefits of direct contact with your key audience while you:

- Promote your new products and services to government buyers, private contractors, and potential partner.
- Position your company at the heart of public sector procurement.
- Boost your company profile and build relationships with key decision makers in public sector purchasing.
- Take advantage of access to senior government buyers and decision makers across federal agencies.



## Exhibit Packages

Expo booths are priced according to the Exhibitor Package. Government/Small Businesses will be charged the discounted price for the selected Exhibitor Package. All other entities will be charged the regular price.

### All Exhibitor packages include the following:

- Inclusion of your company's name and booth number on the event website
- Inclusion of your company's name, description and booth number (250 characters including spaces) in Forum program
- Access to a post-event attendee list
- For Exhibitor Packages:

#### EXHIBIT PACKAGE (10'x10')

Government/Small Business Discount. . . . . \$1,025

Corp/Lg.Business; Facility Mgmt Contractor Price . . . . . \$3,275

- (1) 10'x10' Booth
- (1) ID sign (7"x44") – single line
- (1) 6' draped table (3 sides)
- (1) 8' high back wall
- (2) 3' high side rails
- (2) Contour chairs
- (1) Wastebasket
- (1) Attendee Registration for Government/Small Business
- (2) Attendee Registrations for Corp/Lg Business; Facility Mgmt Contractor

#### EXHIBIT PACKAGE (20'x10')

Government/Small Business Discount. . . . . \$1,775

Corp/Lg.Business; Facility Mgmt Contractor Price . . . . . \$6,275

- (1) 20'x10' Booth
- (1) ID sign (7"x44") – single line
- (2) 6' draped table (3 sides)
- (1) 8' high back wall
- (2) 3' high side rails
- (4) Contour chairs
- (1) Wastebasket
- (1) Attendee Registration
- (1) Attendee Registration for Government/Small Business
- (2) Attendee Registrations for Corp/Lg Business; Facility Mgmt Contractor

*All booths include an 8' back wall and 3' side rails. **The exhibit booths are carpeted.** Exhibitors may order electricity, Internet, specialty furniture, etc. for an additional charge through the show decorator when the Exhibitor Services Kit becomes available in November 2015. **Please note that electricity, internet, speciality furniture or other services may NOT be purchased using Federal appropriated funds.***



## Location within Forum Venue

The Exhibit Hall is located in the International Hall-South of the Atlanta Marriott Marquis.

## Assignment of Space

Exhibitor booth selection is available on the registration website and occurs on a first-come, first-served basis. Supporters may select from premium space assignments, based on type of supporter package purchased, and date of application.

Show Management reserves the right to modify the floor plan as necessary to preserve an efficient and attractive exhibit area. Exhibits shall be constructed and arranged so as not to obstruct the general view of other exhibits. Exposed, unfinished sides of exhibit backgrounds must be draped to present a uniform and attractive appearance. Inspection of all exhibits will be made during the setup to advise the Exhibitor of any deviation from the regulations. If the Exhibitor is not available, show management, with the approval of the Exhibits Manager, will provide the necessary draping and submit additional charges to the exhibitor.

## Move-In/Move-Out

### Move-In:

Monday, May 23: 10:00 am – 5:00 pm Exhibitor Setup

Tuesday, May 24: 7:00 am – 11:00 am Exhibitor Setup

### Move-Out:

Wednesday, May 25: Noon - 5:00 pm Exhibitor Breakdown

## Exhibit Hall Hours

### Tuesday, May 24, 2016

Exhibit Hall Open: 11:00 am - 1:15 pm

5:00 pm - 7:00 pm

Welcome Reception In Hall: 5:00 pm – 7:00 pm

### Wednesday, May 25, 2016

Exhibit Hall Open: 7:00 am - Noon

Breakfast in Hall: 7:00 am - 9:00 am

Exhibitor access to the Exhibit Hall will be identified on the Forum website and in the Exhibitor Services Kit. Requirements for services before or after move-in times must be arranged through Fern Exposition Services. Exhibitors must have the installation of their display and exhibit area complete by the designated deadline for the 15th Annual DOE Small Business Forum & Expo.

Any booth with a crated display remaining unattended by the designated set up time will be erected or placed in storage at the discretion of Show Management, unless otherwise notified by the Exhibitor in advance. All charges for labor, etc. will be applied to the Exhibitor of record. Exhibiting companies not utilizing their space by the mandatory time of completion may forfeit the use of that assigned space. Show Management reserves the right to use the space without further obligation (i.e., refund, loss of business or disparagement, or liability).

The show decorator, Fern Exposition Services (FERN), will handle and provide storage space for Exhibitors' shipping containers during the event. All empty containers, upon erection of the display, shall be labeled as such and properly identified with the exhibiting company name and booth number for removal from the exhibit floor. Exhibitors are held liable for compliance with the following Exhibit Booths Rules and Regulations, and are responsible for informing their third-party contractors of the rules and regulations. The event hotels do not provide a storage service for empty exhibit containers.

## List of 2015 Supporters

- Allegheny Science & Technology
- American Cargoservice, Inc.
- Bechtel
- National Nuclear Security Administration - U.S. Department of Energy
- Pacific Northwest National Laboratory
- Tevet

## 2016 Supporter Opportunities

As a 2016 DOE Small Business Forum & Expo Supporter, you have the ability to maximize your company's exposure; ensuring attendees become familiar with your brand. This lasting impression displays your business' success as a leader in your industry and as a major contributor to the event.

### Why Support?

A brand's value lies in the effectiveness of the product or service, but more importantly, in who and how many people are exposed to it. When you support at the DOE Small Business Forum & Expo, you increase your brand's recognition among an audience of stakeholders in the energy industry, including fellow business owners, government officials, and potential clients and customers. These representatives have the power to provide you with exemplary references, contract opportunities, and prospering partnerships to increase your revenue and further promote your company.



## Supporter Packages

All Supporter packages includes the following:

- Preferred placement in the Exhibit Hall
- Company name, description (250 characters maximum including, spaces), and color logo in the event program
- Company name, color logo and booth number on event website
- Acknowledgment on event signage
- Access to the post-event attendee list

### Centennial Olympic Package

US \$25,000.00 ..... (3 Available)

- One (1) 20'x10' Booth
- Up to Eight (8) complimentary event registrations
- Full page advertisement in event program
- Up to 60 second video advertisement before/after general sessions\*
- Onscreen rotation advertisement between presentation in main ballroom
- One (1) collateral insert in Forum bag
- Logo on the Exhibit Hall Bingo Card

### Underground Atlanta Package

US \$15,000.00 ..... (4 Available)

- One (1) 20'x10' Booth
- Up to six (6) complimentary event registrations
- Onscreen rotation advertisement between presentation in main ballroom
- ½ page advertisement in event program
- One (1) collateral insert in Forum bag
- Logo on the Exhibit Hall Bingo Card

### Atlantic Station Package

US \$10,000.00 ..... (4 Available)

- One (1) 10'x10' Booth
- Up to four (4) complimentary event registrations
- Logo on the Exhibit Hall Bingo Card

### Atlanta from the Ashes Package

US \$ 5,000.00 ..... (5 Available)

- One (1) 10'x10' Booth
- Up to two (2) complimentary event registrations
- Logo on the Exhibit Hall Bingo Card

### Piedmont Park Package *(Available to Small Businesses Only)*

US \$1,000.00 ..... (10 Available)

- Up to two (2) complimentary event registrations
- Assist to offset general event costs

\*Video advertisement due March 25, 2016. Submit video to [emorgan@aetherquest.com](mailto:emorgan@aetherquest.com)



## Ancillary Supporter Packages

Ancillary Supporter are à la carte features you can purchase to increase the visibility of your company during the event. They are available to Exhibitors, Supporters, and non-exhibiting companies and are a great way to get the message out to all attendees.

### Exhibit Hall Lunch Supporter

**US \$25,000.00 . . . (4 available: 2 on TUE and 2 on WED)**

Provide attendees with buffet style lunch in the exhibit hall. Your company's name/logo will be displayed on signs and napkins.

### Exhibit Hall Welcome Reception

**US \$5,000.00 . . . . . (3 Available)**

Select this support package to host the Welcome Reception on Wednesday evening in the Exhibit Hall. Your company's name/logo will be displayed on signs and napkins.

### Event Bag

**US \$5,000.00 . . . . . (2 Available)**

Imagine every attendee carrying your logo – from the moment they check in at registration, and months after the show! This is a great way to gain added exposure and brand awareness for your company as the bags are carried around the event to hold materials the attendees collect along the way. Your brand will be the hit of the show and beyond.

### Keynote Speaker Supporter

**US \$3,000 . . . . . (EXCLUSIVE)**

DOE2016 Keynote Speaker will kick off the event. Your company's name/logo will be displayed on screen during General Session before the keynote speaker's presentation.

### Coffee Supporter

**US \$3,000 . . . . . (4 Available - Tuesday or Wednesday)**

Supply coffee throughout the day for attendees. Your company's name/logo will be displayed on signs.

### Breakfast Supporter

**US \$5,000.00 . . . . . (2 Available)**

Brighten the mornings for DOE2016 attendees by providing breakfast to start their event day.

### Break Supporter

**US \$3,000 . . . . . (4 Available - TUE or WED)**

Supply snacks for attendees during scheduled breaks. Your company's name/logo will be displayed on signs and napkins.

### Registration Supporter

**US \$5,000.00 . . . . . (EXCLUSIVE)**

There is no greater way to reach out to all expo delegates. Select this support package to be the first to greet the attendees at the registration desk with your company name and logo.

### Lanyards

**US \$5,000.00 . . . . . (EXCLUSIVE)**

This is an excellent opportunity to ensure that your company's name will literally be in front of every attendee. This high visibility branding will feature your company logo and message around the necks of all attendees — worn all day, and seen by everyone.

### Pens

**US \$1,000.00 . . . . . (EXCLUSIVE)**

Need something to write with? Provide attendees an exclusive, company-branded pen to be handed out at registration check in. There's no better way to get your brand into the hands of all event attendees.

### Charging Stations

**US \$4,500.00 . . . . . (2 Available)**

Be noticed while attendees charge up for the day. These stations provide a great area of extended brand coverage while attendees charge their mobile devices.

### DOE2016 Exhibit Hall Bingo Card

**US\$100.00 . . . . . (20 Available)**

Looking to increase traffic to your booth? Have your logo on the exhibit hall bingo card.

Here's how it works: Each attendee will receive a Bingo card inside the DOE2016 Conference Bag with the names and booth numbers of the participating supporters and exhibitors. Each attendee must stop by all participating exhibitors with the Bingo card to get it stamped from a booth representative. The attendee must complete the entire Bingo card to be eligible for the raffle drawing.

Winner will be announced in the post conference e-mail blast.

### Hotel Key Card Supporter

**US\$3,000 . . . . . (EXCLUSIVE)**

When attendees check in the Atlanta Marriott Marquis, they will receive two hotel key cards with your company logo.

### Matchmaking Sessions

**US \$1,000.00 . . . . . (EXCLUSIVE)**

Signage with your company name and logo will appear in the matchmaking session area for the most important day of the event.

### Bag Collateral Insert

**US \$1,000.00 . . . . . (Multiple Available)**

Place one piece of your company's promotional items in the expo bag. Possible inserts include a paper insert or a small promotional piece. Every attendee will receive your insert – a great way to get your message to everyone.

### Giveaway Items At Registration

Call (571 ) 297-4019 for details

### Program Ads\*

**Price Varies**

Chose from full page, 1/2 page, and 1/4 page ads in the Event Program to spotlight your company. All attendees will receive this guide and use it to navigate through the event.

***\*Please check the event website for pricing and submission specifications.***



# Show Information

## Show Management

The exhibition is organized and managed by AetherQuest Solutions, Inc (AQS). Show Management shall reserve the right to interpret, amend, and enforce Exhibit Booths Rules and Regulations, provided any amendments, when made, are brought to the notice of Exhibitors. Each Exhibitor, for himself/herself and his/her employees, agrees to abide by the following rules and regulations and by any amendments or additions thereto in conformance with preceding sentence.

Complete information, instructions and schedule of prices regarding shipping, drayage, labor for installation and dismantling, furniture, etc., will be included in the Exhibitor Services Kit, which will be emailed to Exhibitor contacts in November 2015. It will also be posted to the Expo website for online access. The Show Service Provider, Show Management, and the lead retrieval service will maintain desks in the Exhibit Hall during applicable hours to facilitate services requested for additional needs of Exhibitors. Exhibitors are responsible for all information provided in the Exhibitor Services Kit.

All charges for additional services are the sole responsibility of the Exhibitor.

## General Expo Information

### Americans with Disabilities Act

Exhibitors must be in full compliance with the Americans with Disabilities (ADA) and are encouraged to be sensitive and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301) and from the ADA website.

### Anti-Discrimination Policy

AQS is an organization dedicated to the pursuit of human rights, dignity and equal opportunity for all people. Organizations that discriminate in recruitment or employment on the basis of gender, race, religion, sexual orientation, national origin, creed or handicap disability are prohibited from supporting/exhibiting at AQS meetings and Forums.

### Booth Personnel

- **Exhibitors:** The cost of your booth space includes either one (1) or two (2) Forum attendee registration(s) depending on your exhibitor package. To use your complimentary registration, please locate the Promo Code in your Exhibitor/Supporter confirmation email. Use this Promo Code on an Attendee registration on the payment page to receive the registration(s) free of charge.
- **Supporters:** Please refer to your purchased Support Package if complimentary Forum registrations are included and how many. You may purchase additional Forum registrations for the applicable rate. To use your complimentary registration(s), please locate the Promo Code in your Exhibitor/Supporter confirmation email. Use this Promo Code on an Attendee registration on the payment page to receive your registration(s) free of charge.
- All personnel must be registered for the event as Forum Attendees. Please register additional Exhibitor staff as Forum Attendees and select Exhibitor/Supporter as Attendee role.

### Forum Updates

For the latest Forum information, please check the event website.



## **Exhibit Services and Exhibitor Appointed Contractors**

The official service contractor for the 2016 DOE Small Business Forum & Expo is Fern Exposition Services (FERN).

Show Management assumes no liability or responsibility whatsoever related to the performance or nonperformance by such firm or firms.

Exhibitors who plan to have an Exhibitor Appointed Contractor (other than Fern Exposition Services (FERN) unpack, erect, assemble, dismantle, and pack display/equipment must abide by all show rules and regulations.

The Exhibitor must notify Show Management and Fern in writing of its intention to use an independent contractor no later than 30 days prior to the first move-in day furnishing the name, address and telephone number of the firm.

The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the "Exhibitor Appointed Contractor's" insurance agent with a minimum of coverage and limits as described below:

1. Commercial General Liability with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence.
2. The Commercial General Liability Policy shall name Fern Exposition Services (FERN) (Official Service Provider), AetherQuest Solutions (Show Management), The DOE Small Business Forum & Expo (Event) and Atlanta Marriott Marquis (Facility) as additional insured on a primary and non-contributory basis.

3. Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.

Any Exhibitor who has identified an Exhibitor Appointed Contractor must insure that the Exhibitor Appointed Contractor has a current Certificate of Insurance on file with Fern Exposition Services (FERN) or Show Management evidencing the correct coverage at least 10 days prior to the first move-in date for the show or the Exhibitor Appointed Contractor will not be able to have access to the facility to perform any work.

## **Exhibit Hall Admission Policy**

**The Exhibit Hall is open only to registered event participants.**

All Exhibitors must wear event badges while working the booth. AQS shall have sole control over all admissions of persons. All persons visiting the exhibit area will be admitted according to the rules and regulations of the exhibition as established by AQS.

Due to liability concerns, persons under the age of 18 must be accompanied by an adult wearing a name badge and will not be permitted in the Exhibit Hall during the hours of Exhibitor move-in and move-out regardless of relation, affiliation or circumstances.

A name badge is required to gain entrance into the Exhibit Hall during Exhibitor move-in and move-out. The Exhibitor's name and company will appear on the badge exactly as listed on the Exhibitor registration submitted by the company.

Security guards may ask for identification to substantiate the identity of the badge holder.

Use of badges by anyone other than the person to whom the badge was issued will be grounds for confiscation of the badge. Show Management will charge half the value (non-refundable) of a registration for the replacement of a lost or misplaced badge.

### **Exhibitor Portal**

To make changes to your company information, review your selections and register your booth personnel, please login to the Exhibitor Portal, using the email and password you entered during your purchase. For assistance, call, (571) 297-4019 or email ExpoDOE@aetherquest.com.

### **Facility Use**

All event function space in Atlanta Marriott Marquis is controlled by Forum Management. No function space will be released to exhibiting firms or other commercial firms for social functions without the permission of the Forum Planning Team. Good taste and conformity to the purposes of the meeting must prevail. Showing of equipment or product presentations to registered attendees of the 2016 DOE Small Business Forum & Expo by exhibiting firms other than on the exhibit floor during the stated hours is expressly prohibited.

### **Lead Retrieval**

You may reserve your lead retrieval device for \$200 during your Exhibitor/Supporter registration online before April 7, 2016. If you already registered as Exhibitor/Supporter, please log into your existing Exhibitor profile with the email and password you used during registration to purchase your lead retrieval unit. A limited number of units may be available after the April 7, 2016 deadline for \$220, but cannot be guaranteed.

### **List Publication**

The list of the 2016 DOE Small Business Forum & Expo Attendees, Exhibitors, or Supporters, in whole or in part, shall not be published other than in official Forum publications.

### **Photographing of Exhibits**

Each Exhibitor has control over the space it has rented and may prevent those considered its competitors from gaining access to or photographing or videotaping its exhibit.

The taking of pictures, other than by the official photographer, is expressly prohibited during setup, dismantling and non-exhibit hours. Cameras will not be allowed on the exhibit floor. The use of a camera cell phone is prohibited during the above mentioned hours.

Only the Exhibitor may grant permission to have its exhibit photographed, videotaped, or an audio presentation taped, during exhibit hours. No Exhibitor shall deny any reasonable request from Show Management or the official photographer to photograph the exhibit from outside the perimeter of the booth.

### **Shipping and Receiving Arrangements**

Fern Exposition Services (FERN) is designated the official contractor for receipt of exhibit materials and delivery of these materials to the exhibit space. Shipment of exhibit materials should be sent in accordance with the instructions provided in the Exhibitor Services Kit. Exhibit materials must be sent prepaid with a copy of the bill of loading forwarded to the contractor. Each Exhibitor must provide return shipping instructions. FERN will return-ship all exhibits according to those instructions.

### **Storage**

The Exhibitor should make arrangements with the contracted decorator for storage of packing boxes contracted decorated for storage and packing boxes and crates during the exhibition. AQS assumes no responsibility for damage or loss of packing boxes or crates.

### **Trademarks**

AQS will held harmless for any trademark, trade name, copyright or patent infringement on any printed materials belonging to or distributed by any Exhibitor. Use of the Atlanta Marriott Marquis design, trademark, trade name, patent, copyrighted work or symbol must be approved in writing by the Atlanta Marriott Marquis marketing department.

## Violations

AQS may at their discretion take away all or part of future exhibiting privileges for violations of the Rules and Regulations. In addition, violation of any of these Rules and Regulations by the Exhibitor or his or her employees or agents shall at the option of the AQS forfeit the Exhibitor's right to occupy space and such Exhibitor shall forfeit to

AQS all monies paid or due. Upon evidence of violation, the AQS may take possession of the space occupied by the Exhibitor, and may remove all persons and goods at the Exhibitor's risk. The Exhibitor shall pay all expenses and damages that AQS may incur thereby.

# Fire, Safety, Security, Liability

## Fire and Safety Regulations

General fire safety requirements apply to all shows. For specific information, refer to the Fire Prevention Code 1 and Life Safety Code NFPA 1 and 101. Show management, exhibitors, service contractors and other involved parties must comply with all federal, state and local fire and building codes which apply to "Places of Assembly." The Atlanta Fire Marshal's office has final authority over the safety of all events. Violations of safety requirements may result in closure of an event until the Atlanta Fire Marshal indicates all violations are resolved.

Listed below are some of the guidelines associated with the above referenced code:

- Exit doors must remain unlocked and unobstructed at all times.
- Compressed, flammable gases are prohibited inside the building.
- Non-flammable compressed gases (e.g., helium, nitrogen) are prohibited inside the building during events.
- Flammable or combustible liquids/ materials (pool chemicals, pesticides, herbicides, poison, radioactive materials, etc.) are prohibited inside the building unless prior arrangements have been made. MSDS sheets must be submitted to the Atlanta Marriott Marquis Operations Manager who will then forward them to the Atlanta Fire Marshal for approval.

Exhibitors must make prior arrangements for disposal with a hazardous chemical and materials handling company prior to arrival. The name of company, phone number, address and the confirmed time of pick up must be communicated to the Operations Manager in writing prior to the hazardous materials being brought on property. If these arrangements have not been made prior to the event and hazardous materials are left behind, Licensee will be charged directly for the disposal and handling fees.

All local regulations will be strictly enforced, and the exhibit assumes all responsibility for compliance with such regulations.

All decorations must be fireproofed, and electrical wiring must conform to the National Electrical Code safety rules. Fire hose cabinets must not be obscured and must be entirely accessible and in full view at all times. All fabric, cellulose, and cardboard display material must be flame proofed and is subject to inspection by the Atlanta Fire Department. No flammable fluids or similar substances may be used or shown in booths. No wooden crates or large storage is permitted behind booths.

Smoking is not permitted inside the Atlanta Marriott Marquis or within 25 feet of any entrance. Smoking is restricted to designated (outside of the facility) smoking areas only.

Literature, handouts, and supplies are permissible in reasonable quantities.



Reserve quantities should be kept in closed containers and stored in a neat, compact manner within the booth. Storage of any kind is prohibited behind back drapes or display walls. All cloth draping and display materials must be fire retardant in accordance with the Atlanta Fire Department, including drapes, banners, table coverings, decorative fabrics, poster paper, foam core board, and all other decorative materials. Combustible oils or gases will not be permitted in the exhibit area. Helium tanks are also prohibited. All local regulations will be strictly enforced, and the Exhibitor assumes all responsibility for compliance with such regulations.

All decorations must be fireproofed, and electrical wiring must conform to the safety rules of the Atlanta Electrical Code. Fire hose cabinets must not be obscured and must be entirely accessible and in full view at all times. All fabric, cellulose, and cardboard display material must be flame proofed and is subject to inspection by the Atlanta Fire Department. No flammable fluids or similar substances may be used or shown in booths. Smoking in the Exhibit Hall is prohibited at all times.

#### **Indemnity, Limitation of Liability and Held Harmless Agreement**

It is agreed that Exhibitors shall assume all responsibilities for damage to the exhibit area, and they shall indemnify and hold harmless AQS, the Atlanta Marriott Marquis, and any service contractors acting as agents of AQS from all liability that may ensue from any cause.

All exhibits will be to serve the interest of the 15th Annual DOE Small Business Forum & Expo attendees and will be operated in a way that will not detract from other exhibits, the exhibition, or the meeting as a whole. Show Management reserves the right to request the immediate withdrawal of any exhibit that Show Management believes to be injurious to the mission of the Forum. Show Management reserves the right to refuse to admit to and eject from the exhibit building

any objectionable or undesirable person or persons. The use of slideshow tactics or other undignified methods considered by Show Management to be objectionable are expressly prohibited in the exhibition area.

Neither AQS, any co-Supporter, or display space provider nor any of their officers, agents, employees, facilities, other representatives, or assigns shall be liable for, and the Exhibitor hereby releases them from, any claims for damage, loss, harm, or injury to the person, property, or business of the Exhibitor or any of its visitors, officers, agents, employees, or other representatives, resulting from theft, fire, earthquake, water, unavailability of the facility, accident or any other reason in connection with the display at the Forum. The Exhibitor shall indemnify, defend, and protect AQS and hold AQS, any co-Supporter, and space provider harmless from any and all claims, demands, suits, liability, damages, losses, costs, attorney's fees, and expenses which might result or arise from Exhibitor's participation in the Forum or any actions of its officers, agents, employees, or other representatives.

#### **Severability**

All agreements and covenants contained herein are severable, and in the event any of them shall be held to be invalid by any competent court, this agreement shall be interpreted as if such valid agreements or covenants were not contained herein.

#### **Security and Insurance Regulations**

AQS, its agents, officers, directors, and employees will not be liable for failure to hold the 15th Annual DOE Small Business Forum & Expo as scheduled. Payment for exhibit space will be returned in that event, less any actual expenses incurred in connection with the Forum will be deducted if the Forum is relocated, delayed or canceled prior to the opening date because of fire, or any act of God, or public enemy, or strike, or epidemic, or any law, or regulation, or public authority,

or any reason which makes it impossible or impractical to hold the Forum.

The facility, AQS, and each of their respective owners, parents, subsidiaries, affiliates, employees, managers, officers, directors, agents and independent contractors shall not be liable for, and are hereby released from, any claims, liabilities, losses, damages or expenses relating to or arising out of any injury to any personnel of an Exhibitor or to any other person, or any injury, loss, or damage which arises out of, or is in any way connected with, Exhibitors' participation for any such injury, loss or damage. As a courtesy, 24-hour security will be provided for the Forum.

Exhibitors acknowledge that neither AQS, nor the facility, nor their owners maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance insuring any losses by Exhibitor. Damage to inadequately packed property is the Exhibitor's own responsibility.

Exhibitors agree to maintain such insurance that will fully protect AQS from any and all claims of any nature whatsoever, including claims under Worker's Compensation Act, and for personal injury, including death which may arise in connection with the installation, operation or dismantling of the Exhibitor's display.

Exhibitors are strongly advised to add on to their existing insurance portal-to-portal rider at a nominal cost, protecting them against the loss/damage to their materials by fire, theft, accident or other related loss.

AQS offers the following additional security recommendations:

- Ship your materials with a qualified carrier, and be sure to lock trunks and crates.
- Securely tape or band cartons, and do not under any circumstances write on them the names or types of articles they contain.

- Furnish your shipping company with an accurate and complete bill of lading.
- Do not leave your booth unattended during the set-up period.
- Do not leave valuable exhibit materials under tables or displays.
- Do not leave laptop computers, CD players, cell phones, pagers, or prototype software/hardware in your booth.
- At the close of the exhibit, pack as quickly as possible and do not under any circumstances leave your space unattended.
- If at all possible, have a member of your staff remain in your booth space with your shipment until it is actually picked up by official service personnel.
- Promptly report any missing items or suspicious persons to security.

All payments made to AQS shall be deemed fully earned and non-refundable in consideration for expenses incurred by AQS and AQS' lost or deferred opportunity to provide display space to others.

If for any reason beyond its reasonable control including fire, strike, earthquake, damage, construction or renovation to the display site, government regulation, public catastrophe, act of God, or any similar reason, AQS shall determine that the expo may not be held. AQS may cancel the expo, including the booth space, or pop-up displays or any part thereof. In that event, AQS shall determine and refund the Supporter/Exhibitor its proportionate share of the balance of the aggregate display fees received which remains after deducting all expenses incurred by AQS.

In the event of a default by the Exhibitor, the Exhibitor shall forfeit as liquidated damages, the amount set forth above, regardless of whether Show Management enters into a further lease for the space involved.

#### **Open Flame Devices**

Open flame devices are PROHIBITED.

# Exhibit Booths Rules and Regulations

All payments made to AQS shall be deemed fully earned and non-refundable in consideration for expenses incurred by AQS and AQS' lost or deferred opportunity to provide display space to others.

If for any reason beyond its reasonable control including fire, strike, earthquake, damage, construction or renovation to the display site, government regulation, public catastrophe, act of God, or any similar reason, AQS shall determine that the expo may not be held. AQS may cancel the expo, including the booth space, or pop-up displays or any part thereof. In that event, AQS shall determine and refund the Supporter/Exhibitor its proportionate share of the balance of the aggregate display fees received which remains after deducting all expenses incurred by AQS.

In the event of a default by the Exhibitor, the Exhibitor shall forfeit as liquidated damages, the amount set forth above, regardless of whether Show Management enters into a further lease for the space involved.

## Electrical

Power strips (multi-plug connectors) should be UL approved, with built-in overload protectors.

## Failure to Occupy Space

Space not occupied by the time specified in the Exhibitor Services Kit, will be forfeited by Exhibitors and their space may be resold, reassigned or used by Show Management without refund.

## Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirement should not be used. A flame proofing certificate should be available for inspection.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

## Payment

Booths must be paid for in full at least 30 days after booth selection online.

Failure to remit the balance of booth rental within 30 days after booth selection constitutes cancellation of contract and the reserved space. If an Exhibitor decides to cancel a booth rental, he/she must notify Show Management in writing at **ExpoDOE@aetherquest.com** by April 30, 2016, to receive a 50% refund of the Exhibitor fee. No refunds will be issued for cancellation after April 30, 2016.





### Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring Exhibitors, hall laborers or installation/dismantling equipment such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the Exhibit Hall when freight doors are open.

Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.

### Use of Display Space

Exhibitors are allowed to distribute literature, run demonstrations, and sell products in their assigned exhibit spaces. Supporter/Exhibitor shall not assign to a third party its display space or any portion of that space without the prior written consent of AQS, which AQS may grant or withhold at its sole discretion. If such permission is given, the Exhibitor shall assume full responsibility for the conduct of the assignee and all its representatives. An Exhibitor's product demonstration may in no way interfere with demonstrations at adjacent tables. Demonstrations using audio must use headsets to demonstrate audio capabilities.

### Supporter/Exhibitor Conduct

Supporter/Exhibitor and all of its representatives shall conduct themselves at all times in accordance with highest standards of decorum and good taste. AQS reserves the right to reject from the Forum any Supporter/Exhibitor or representative violating those standards. **No animals may be used as part of any exhibit.**

### Giveaways

All must be approved in advance and arranged through AQS.

Alcoholic beverage sampling is prohibited.



Exhibitor distribution of food and beverages for consumption in the building is prohibited, except with written permission from Show Management. All requests must be submitted in writing to **ExpoDOE@aetherquest.com**.

### Decorating

No materials may be affixed or attached to walls/wall panels, columns, doors, ceilings or floors, without prior written approval from Atlanta Marriott Marquis management. This includes, but is not limited to adhesive backed decals, stickers, tape, nails, pushpins and staples. Nor should items be leaned against walls/wall panels including but not limited to exhibit booths, tables and chairs. Should damage occur due to non-compliance, damage fees will be assessed.

**Balloons:** The use of helium balloons are permitted with prior approval, provided:

- They are not displayed in lobby areas (except entryway arches)
- They are securely anchored or strung together (e.g., arched)
- They are removed at the completion of the event
- Air tanks are placed outside the building during the event and properly secured
- They are not provided as giveaways anywhere on the property

## Hand-Carried Freight

Exhibitors may bring small packages, including pop-up booths and small computers, provided that the items can be hand carried. Materials that require the use of wheeled or mechanical equipment must be delivered to the exhibit floor through the loading docks (and will be subject to labor charges). Passenger elevators and escalators are not to be used for transporting freight or equipment from level to level; this includes boxes, easels, chairs, tables, and other such items.

## Labor

Rules and regulations for union labor are made by the local unions and may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the Exhibitor to comply with these regulations. Information regarding specific regulations that are applicable may be obtained from the official contractor. Displays, painters, carpenters, electricians, and other skilled labor can be arranged through the official contractor at established rates. Labor order forms will be included in the Exhibitor Services Kit available on the event website in November 2015.

## Lighting

No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space.

Exhibitors intending to use hanging light systems should submit drawings to Show Management for approval. Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.

Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by exhibition management. Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring Exhibitors or otherwise detract from the general atmosphere of the event.

## Observance of Laws

Supporter/Exhibitor shall abide by and observe all laws, rules and regulations, and ordinances.

**Compliance with Laws:** The Licensee shall not discriminate against any person because of sex, race, religion, ancestry, national origin, or disability. Licensee shall not directly or indirectly display, circulate, publicize or mail any advertisements, notices, or communiqués, which state or imply that any facility or services shall be refused or restricted due to discrimination.

**Firearms/Weapons:** It is the Atlanta Marriott Marquis policy that personal possession of firearms is prohibited within our venues with the exception of law enforcement officers with jurisdiction

**Copyright Fees:** The Licensee guarantees that no music, artistic work or other property protected by copyright will be performed, produced, exhibited or used without securing proper licensing agreements. Nor will the name of any entity protected by trademark be reproduced, exhibited or used during Licensee's use of Atlanta Marriott Marquis without the expressed, written permission from the copyright or trademark holder. Licensee shall indemnify and hold Atlanta Marriott Marquis and its representatives harmless from all liability, costs and claims, losses and/or damages (including court costs and attorneys' fees) with respect to such copyright or trademark rights and infringements involving their event.

## Prize Drawings

Exhibitor prize drawings are permitted. All materials and prizes must have prior approval by AQS. All hand-out materials are expected to be professional nature. AQS reserves the right to disallow any material that it believes to be inappropriate. Prize cannot be any form of alcoholic beverage (beer, wine, etc). You may send samples or PDF proofs to: Mr. Earl Morgan, 6400 Arlington Blvd, Suite 850, Falls Church, VA 22042, or

**InfoDOE@aetherquest.com.**

Exhibitor must post sign near prize stating “DOE is not a sponsor for this drawing. DOE did not provide monetary funds, nor purchased this prize.”

Show management will make no announcements to increase attendees’ awareness of individual Exhibitor’s activities, such as price drawings.

### **Protective Footwear**

All Exhibitor display managers, show managers, and Exhibitors’ employees who work on the exhibit level during move-in and move-out must wear protective footwear.

### **Sale of Merchandise**

Order taking by Exhibitors accepting checks or credit cards is permitted, provided that all transactions are conducted in a manner consistent with the scholarly and professional nature of the meeting and in accordance with the state and local regulations applicable in the host city of the exhibit site. Cash transactions are discouraged.

AQS reserves the right to refuse any application for exhibit space as well as the right to curtail exhibits or parts of exhibits that detract from the character of the meeting. This applies to displays, literature, novelties, souvenirs, and personal conduct.

### **Soliciting/Demonstrating**

Canvassing, exhibiting, or distributing advertising matter outside the designated exhibit booth area is prohibited. Soliciting or demonstrating by an Exhibitor must be confined to the Exhibitor’s own booth. Distribution of the Exhibitor’s printed advertisements must be done within the Exhibitor’s own space. Publicizing, and/or maintaining any extracurricular activities, inducements, displays or demonstrations away from the exhibit area during exhibit hours. Persons who are not Exhibitors are prohibited from any detailing, exhibiting, or soliciting within the Forum venue. No exhibits,

displays, or advertising material of any kind will be allowed in the Forum hotel or hallways unless approved by AQS. Failure to comply with this regulation can result in dismissal from the Exhibit Hall. Aisles in front of the booths must be kept clear. Enough space must be allocated within each exhibit booth for attendees to browse or watch product demonstrations. Any activity that causes attendees to congregate in the aisle or in adjacent exhibit booths will be curtailed or eliminated.

Liquid, Gas and Electric Fueled Vehicles and Equipment for Display: Motorized equipment and vehicles may be displayed during event provided Licensee has Atlanta Marriott Marquis approval and the following conditions are met:

- All fuel tank fill caps shall be selflocking or taped in an approved manner to prevent tampering.
- Fuel in the fuel tanks shall not exceed one (1) quarter of the tank capacity or five (5) U.S. gallons (18.9L), whichever is less.
- Vehicles or equipment shall not be fueled may be defueled on City of Atlanta property.
- The battery’s positive post must be disconnected. If approved by the Fire Marshal, batteries used to power auxiliary equipment may be permitted to be kept in service.
- CNG, LNG, LPG (propane), and hydrogen fuel tanks shall have their emergency shut off valve(s) in the closed position.
- Electric Vehicles shall be rendered inoperable by removing the fuse. Do not disconnect the battery.
- RV’s, campers, tractor-trailers, and other vehicles with more than 120 square feet of ceiling shall have an operational smoke detector per divided section.
- It may be necessary to inspect, move, or relocate a vehicle before or during a show. For this reason, it is recommended that



a set of keys be available on site for all vehicles.

- Fuel storage shall be located outdoors in approved cabinets at a location approved by the Fire Marshal.

### **Sound Level Restrictions/Noise**

A strict maximum sound level will be maintained in the Exhibit Hall. Sound devices, other presentation devices public address, sound-producing or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibits. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than in the aisle. Sound and noise should not exceed 85 decibels. Objectionable sounds devices may not be operated.

Demonstrations found to have objectionable sound levels will be shut down at the sole discretion of Show Management. Any cost connected with this forced compliance will be at the Exhibitor's expense. No public address announcements are permitted.

### **Storage**

The Atlanta Marriott Marquis prohibits storing products, literature, empty packing containers or packing materials behind back drapes.

Exhibitors may store a limited supply of literature or products appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem or look unsightly.

### **Subletting of Space/Sharing of Exhibit Space**

**Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by them.**

**Tax Exemption:** All organizations eligible to receive tax exemption must submit a copy of their State of Georgia Sales Tax Exemption Certificate to have sales tax exempted from Atlanta Marriott Marquis Invoice. License Contract must match the name on the State of Georgia Sales Tax Exemption certificate or the License must show how they are affiliated with exempt company in to receive exempt status. The Sales Tax Exemption certificate must be supplied prior to settlement in order to receive exemption. Adjustments will not be made to Sales Tax once the Invoice has been produced. A Federal tax exemption is not applicable to State of Georgia Sales Taxes.

**For further details please contact AQS.**



# Deadlines and Contact Information

## Agreement To Terms, Conditions, and Rules

By registering online, the Exhibitor agrees to observe and abide by the foregoing terms and conditions and by such additional terms, conditions, and rules made by AQS from time to time for the efficient and safe operation of the Forum.

The completed registration represents the entire agreement between the Exhibitor and AQS concerning the subject matter of this document. AQS is not making any warranties or other agreements except as set forth above. Any amendment to this contract must be in writing signed by AQS. The rights of AQS under this agreement shall not be binding upon their heirs, successors, and assigns of the Exhibitor subject to the terms of this agreement regarding assignment.

## Exhibit Guide Deadline March 25, 2016

Please forward your company/organization title the way you would like to appear in the Forum program as well as the exhibit description (no more than 250 characters) to **InfoDOE@aetherquest.com**.

*There is no guarantee that submissions received after the deadline will appear in the Exhibit Guide.*

## Room Reservation Deadline May 1, 2016

All hotel reservations need to be made directly with the hotel. The cut-off date to make hotel reservations at the negotiated Forum rate is Sunday, May 1, 2016 at 5:00 PM EST. Please refer to the event website for details on the contracted hotels.

The 15th Annual DOE Small Business Forum & Expo will take place at:

**Atlanta Marriott Marquis**  
265 Peachtree Center Ave NE  
Atlanta, GA 30303  
(886) 469-5475

**Submission deadline for listing in the Exhibit Guide and general session video advertisement is March 25, 2016.**

## Contact Information

For question about registration, attendance, hotel, and travel/ general information, please call: **(571) 297-4006**

**For Exhibitors & Supporter Logistics:**  
**Mr. Earl Morgan**

Email: ExpoDOE@aetherquest.com

**For Matchmaking & Logistics:**  
Email: InfoDOE@aetherquest.com

